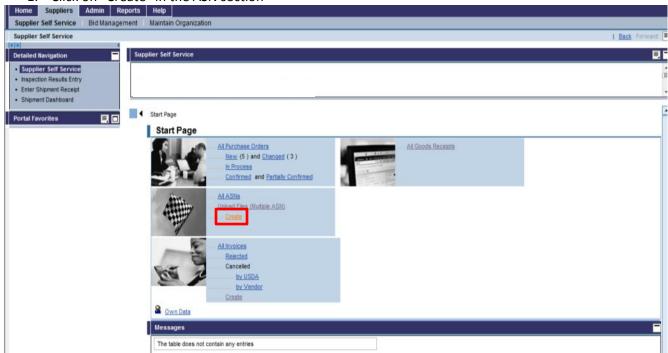
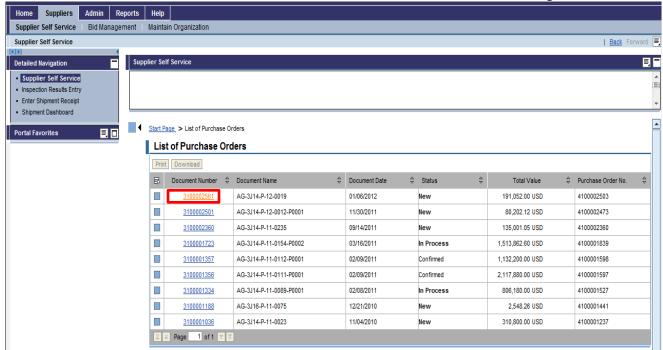
## Create ASN manually (one at a time)

Revised Date: 7-8-13

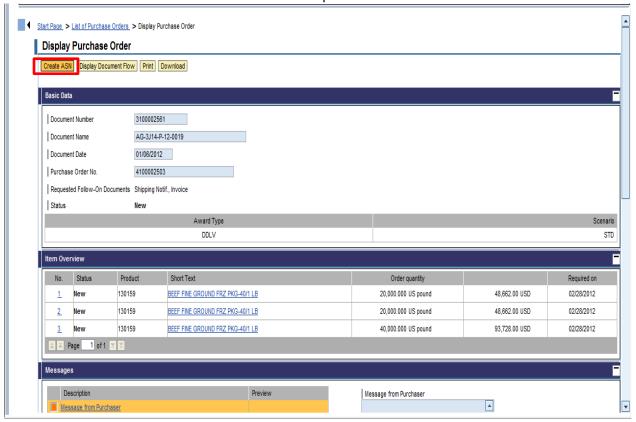
- Portal Path: Suppliers>Supplier Self Service
- 1. Click on "Create" in the ASN section



2. Click on the Purchase Order "Document Number" that one wants to use for creating the ASN.



- 3. The Purchase Order is displayed.
- 4. Click on "Create ASN" button to continue the process.



5. Enter the following required information:

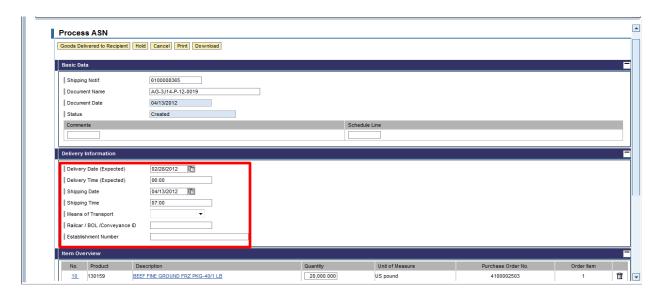
Delivery Date – Date the load is to be delivered to final destination (unloading appointment date)

Shipping Date- Date the load is to leave the vendor's warehouse or storage facility

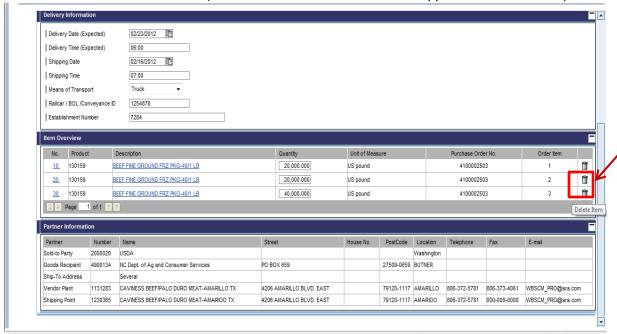
Means of Transportation – Select the appropriate shipping method, i.e., truck, railcar.

Railcar/BOL/Conveyance – Bill of lading number or railcar number etc.

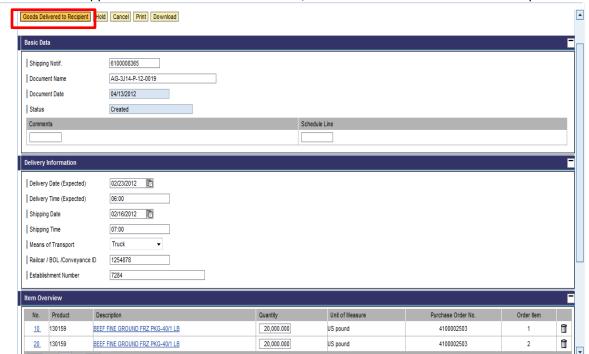
Establishment number – FSIS establishment number – only applies to those vendors that are operating under Food Safety and Inspection Service, Federal Meat Inspection Act (Livestock-Poultry)



6. Once that delivery information is entered, then **delete the items** (trash icon) that will not be delivered under this ASN. (Click on trash can icon to delete all applicable PO line items)



7. After all applicable items have been removed, click on the "Goods Delivered to Recipient" icon.



9. If completed correctly, one should see the message "Success Your changes have been adopted successfully".

Note: The ASN document can be printed by clicking the "Print" button.

**Note:** The same process will need to be followed for each ASN that needs to be created. Additionally, if items are not deleted, an ASN will be created for all purchase order items that have not been deleted. If that is incorrect, then one must contact WBSCMAMSHelpDesk@ams.usda.gov and ask for the ASN deleted. Please provide the ASN, PO, and PO line item number.

